

CITY OF MIAMI SPRINGS



Purchasing Department
201 Westward Drive
Miami Springs, FL 33166-5259
Phone: (305)805-5035
Fax: (305)805-5018
romerot@miamisprings-fl.gov

Tammy Romero
Professional Services Supervisor

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS (RFQ) #02-13/14 CONSULTING SERVICES TO DEVELOP PLAN COMPONENTS AND SPECIFICATIONS FOR AN RFP FOR A NEW DESIGN/BUILD AQUATIC FACILITY AND FOR CONSTRUCTION SUPERVISION

Sealed RFQ responses for **CONSULTING SERVICES TO DEVELOP PLAN COMPONENTS AND SPECIFICATIONS FOR AN RFP FOR A NEW DESIGN/BUILD AQUATIC FACILITY AND FOR CONSTRUCTION SUPERVISION LOCATED AT 1401 WESTWARD DRIVE, MIAMI SPRINGS, FL** will be received until **2:30 P.M. on Tuesday, January 14th, 2014**, via the City Clerk, on the 2nd floor, Miami Springs City Hall, 201 Westward Drive, Miami Springs, Florida 33166.

RFQ Responses will then be transferred to the Council Chambers. At time, date, and place noted above, responses will be publicly opened. Any responses received after time and date specified will not be considered and returned to the proposer unopened.

A **Mandatory Pre-Services Conference** will be held at **9:30 AM** on the **10th day of December 2013** at Miami Springs, City Hall 2nd floor Conference Room, 201 Westward Drive, Miami Springs, Fl. 33166.

Deadline to request any additional information/clarification will be Friday, December 13th, 2013.

This Request for Qualification (RFQ) is available upon written/fax request at (305)805-5018 or the City's Purchasing Department at 201 Westward Drive, 1st floor, Miami Springs, Florida 33166. All requests must be accompanied by name, address, phone and fax number. To verify receipt of request, please contact Tammy Romero at romerot@miamisprings-fl.gov.

The City of Miami Springs reserves the right at any time to modify, waive, or otherwise vary the terms and conditions of this Request for Qualification including, but not limited to, the deadlines for submission, the submission requirements and the Scope of Work. The City further reserves the right to reject any or all submittals, to cancel or withdraw this Request for Qualifications at any time. The Proposer, who is otherwise competent, and submits the lowest responsive and responsible Response, shall, subject to the conditions, limitations and restrictions previously set forth herein, be awarded the Request for Qualification, subject to the negotiation of a mutually acceptable Contract with the City.

City of Miami Springs

GENERAL CONDITIONS AND INSTRUCTIONS

ACCEPTANCE OR REJECTION OF RFQ RESPONSES

The City of Miami Springs reserves the right to waive irregularities or technicalities in bids or to reject all RFQ responses or any part of any RFQ response. The City also reserves the right to reject any Proposer(s) who has previously failed to properly perform under the terms and conditions of a contract, to deliver on time any contracts with the City, and who is not in a position to perform the requirements defined in this RFQ. This offering of RFQ itself does not in any way constitute a contractual agreement between the City of Miami Springs and the Proposer.

ADDITIONAL INFORMATION

Each proposer shall examine all parts of the Request for Qualification documents and shall judge all matters relating to the adequacy and accuracy of such documents. The City of Miami Springs shall not be responsible for oral interpretations given by any city employee, representative, or others. No plea of ignorance, by the proposer, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the proposer to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City of Miami Springs or the compensation to the proposer. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to these specifications should be submitted to:

Tammy Romero

RFQ# 02-13/14

201 Westward Drive

Miami Springs, FL 33166-5259

Telephone: (305) 805-5035

Facsimile: (305) 805-5018

The RFQ title and number should be referenced on all correspondence. Should any questions or responses require revisions to the specifications as originally published, such revisions will be by formal amendment only.

The issuance of a written amendment is the only official method whereby interpretation, clarification or addition information will be given. If any amendments are issued to this Request for Qualification, the City will attempt to notify all prospective proposers who have secured same; however, it shall be the responsibility of each proposer, prior to submitting their Qualification, to contact the City of Miami Springs to determine if an amendment was issued and make such amendment a part of their Response.

RFQ SUBMISSION Original and six copies of this entire document as well as any other pertinent documents should be returned in order for the RFQ to be considered for award. Responses shall be submitted to the Purchasing Agent properly signed in ink, notarized, and submitted in a sealed envelope on which shall be shown the name of the proposer, RFQ opening date, and name and RFQ number.

By submitting a RFQ response, the proposer declares that he understands and agrees that this RFQ response, specifications, provisions, terms and conditions of same, shall become a valid contract between the City of Miami

Springs and the undersigned upon notice of award of contract in writing and/or issuance of Purchase Order by the City of Miami Springs.

ASSIGNMENT The successful proposer(s) shall not assign, transfer, convey, sublet or otherwise dispose of this contract, or of any or all of its right, title or interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the City.

PROPOSER CERTIFICATION Submission of a signed proposal is proposer's certification that the proposer will accept any awards made to him as a result of said submission at the prices and terms contained therein.

PROPOSAL TABULATIONS Proposers desiring a copy of the Proposal tabulation may request same by enclosing a self-addressed stamped envelope with their Proposal.

PROPOSAL WITHDRAWAL No proposal can be withdrawn after it is filed unless the proposer makes his request in writing to the City prior to the time set for the opening of Proposals, or unless the City fails to accept it within ninety (90) days after the date fixed for opening Proposals.

PROPOSER RESPONSIBILITY Before submitting the proposal, each proposer shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract, and to verify any representations made by the City that the proposer will rely upon. No pleas of ignorance of such conditions and requirements

resulting from failure to make such investigations and examinations will relieve the successful proposer from his obligation to comply in every detail with all provisions and requirements of the contract documents.

DEFAULT Failure or refusal of a proposer to execute a contract upon award, or withdrawal of a Proposal before such award is made, may result in forfeiture of that portion of any Proposal surety required equal to liquidated damages incurred by the City. Where surety is not required, failure to execute a contract as described above may be grounds for removing the proposer from the proposer's list.

DELIVERY All service, materials, and/or equipment are purchased F.O.B. point of delivery in Miami Springs. The successful proposer must prepay all transportation charges to designated point of delivery in Miami Springs. Collect or Freight Due shipments will be refused.

EXCEPTIONS TO SPECIFICATIONS Proposers taking exception to any part or section of these specifications shall indicate such exceptions on their proposal and prove to the satisfaction of the City that said item is equal to, or better than, the product specified. Proposals for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, proposer **MUST** attach to the specification documents on Company letterhead a statement identifying, but not limited to, the manufacturer, brand name, make, model and/or Catalog Number(s) of each proposed

alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The proposer must indicate any variances to the specification document no matter how insignificant.

The City of Miami Springs reserves the right to approve as an equal, or to reject as not being an equal, any article the proposer proposes to furnish which contains major or minor variations from specification requirements but which may comply substantially therewith. Failure to indicate any exceptions shall be interpreted as the proposer's intent to fully comply with the specifications as written.

Notwithstanding the foregoing, the City reserves the right to prohibit, in advance, any consideration of "or equal" submittals prior to the dissemination of any Response/RFQ specifications.

Proposers **MUST** submit any cost-saving/value-added alternate Proposal pricing suggestions, such as rebates, creative lease agreements, extended warranty periods, trade-in allowances, or the availability of discounts for floor model or demonstrator units at significant savings. Any alternate pricing should be noted as a separate line that may be subtracted from the Proposal pricing as specified, allowing for clear evaluation and value-analysis by the City.

EXPENSES INCURRED IN PREPARING PROPOSAL The City accepts no responsibility for any expenses incurred in the proposal's preparation, and presentation;

such expenses are to be borne exclusively by the proposer.

INDEMNIFICATION The Contractor shall indemnify and save harmless forever the City, and all the City's agents, officers and employees from and against all charges or claims resulting from any bodily injury, loss of life, or damage to property from any act, omission or neglect, by Proposer or its employees; the Contractor shall become defendant in every suit brought for any of such causes of action against the City or the City's Officials, agents and employees; the Contractor shall further indemnify City as to all costs, attorney's fees, expenses and liabilities incurred in the defense of any such claims and any resulting investigation.

Alternative Security

The City specifically reserves the right to approve, in its sole and exclusive discretion, alternative forms of security such as Bank Drafts, Money Orders, Irrevocable Letters of Credit, Cash Bonds, and Direct Cash Deposits when such alternatives are in the best interests of the City of Miami Springs. PERSONAL OR COMPANY CHECKS ARE NOT ACCEPTABLE FORMS OF PROPOSAL SECURITY.

INSURANCE Proposer, shall furnish evidence of Professional Liability insurance to the Procurement and Purchasing Department. Submitted evidence of coverage shall demonstrate strict compliance to all requirements. Issuance of a purchase order is contingent upon the proper insurance documents. All insurance shall be maintained until work has been completed and accepted by the City.

Professional General Liability:
\$1,000,000 Professional Liability
Insurance.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications as to management and financial strength. The company must be rated no less than "A" as to management and no less than Class "V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the Finance Director.

Certificates of Insurance acceptable to the City shall be filed with the City prior to the commencement of the work. These policies shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the City of Miami Springs.

Contractors shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.

Cancellation clauses for each policy should read as follows: Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.

INSPECTION All articles, materials, and supplies purchased are subject to inspection on arrival at destination. The City of Miami Springs reserves the right to return for full credit at the risk and expense of the successful proposer, all or part of the articles, materials, or supplies furnished contrary to specifications and instructions.

LATE PROPOSAL REJECTION The City of Miami Springs is not responsible for the delivery of any RFQ response. All RFQ responses received by the Purchasing Agent after the time stated in the Request for Proposal, shall be returned unopened and will not be considered for award.

LAWS AND REGULATIONS It shall be understood and agreed that any and all services, materials and equipment shall comply fully with all Local, State and Federal laws and regulations. Lack of knowledge by the proposer will in no way be a cause for relief from responsibility. Non-compliance with all federal state and local orders and laws may be considered grounds for termination of contract(s).

LICENSES AND REGISTRATIONS The contractor shall be responsible for obtaining and maintaining any licenses required pursuant to the laws of Dade County, the City of Miami Springs, or the State of Florida. Every vendor submitting a Proposal on this Request for Proposal should include a copy of the company's occupational license or a written statement on letterhead indicating the reason no license exists. Miami Springs, Florida-based businesses are required to purchase an Occupational License to conduct

business within the City. Vendors residing or based in another state or municipality, but maintaining a physical business facility or representative in Miami Springs, may also be required to obtain such a license by their own local government entity or by Miami Springs. For information specific to Miami Springs occupational licenses call (305) 805-5030.

METHOD OF AWARD The City of Miami Springs reserves the right to make the award on a total or package basis or on a unit basis, whichever is deemed in the best interests of the City.

METHOD OF PAYMENT The City has implemented a purchasing card program through Sun Trust Bank, using the VISA network. Contractors with purchasing card capability will receive payment from the VISA purchasing card in the same manner as other Visa purchases. Accordingly, respondents with present purchasing card capability should have the ability to accept VISA or take whatever steps are necessary to implement such capability before the start of the agreement term. The City can only accept VISA, however, the purchasing card is not the exclusive method of payment. Please indicate your ability to accept Visa purchasing card on Proposal Form.

PATENTS AND ROYALTIES The proposer, without exception, shall indemnify and save harmless the City of Miami Springs, Florida and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of

Miami Springs, Florida. If the proposer uses any design, device or materials covered by letters, patent, or copyright, it is agreed that the Proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

QUALIFICATION OF PROPOSERS Each proposer may be required, before the award of any contract, to show to the complete satisfaction of the City of Miami Springs that he has the necessary facilities, ability, and financial resources, to furnish the service/product as specified herein in a satisfactory manner, and he may also be required to show past history and reference which will enable the City to satisfy itself as to the proposer's qualifications. Failure to qualify according to the foregoing requirements may justify the City in rejecting his Proposal.

PUBLIC ENTITY CRIMES A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity, may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the

date of being placed on the convicted vendor list.

RELATION OF CITY It is the intent of the parties hereto that the successful proposer shall be legally considered as an independent contractor and that neither he nor his employees shall, under any circumstances, be considered servants or agents of the City, and that the City shall be at no time legally responsible for any negligence on the part of said successful proposer, his servants or agents, resulting in either bodily or personal injury or property damage to any individual, firm, or corporation.

TAXES The City of Miami Springs is exempt from Federal Excise and State of Florida Sales Tax. State Sales Tax and Use Tax Certificate Number is 23-11-324901-54C

TERM CONTRACTS The City's Fiscal year begins October 1 and ends September 30 of the following calendar year. When a Contract's term extends beyond the fiscal year in which the Contract commences, the City will issue a Purchase Order to cover its needs for the balance of that fiscal year. At the beginning of each fiscal year thereafter, a purchase order will be issued to correspond with that year. In the final year of the contract, a purchase order will be issued for the remaining months of the contract. Issuance of a new purchase order shall be subject to the availability of budgeted funds. If funds are not appropriated for continuance of a term contract to completion, cancellation may be effected upon thirty (30) days notice.

WARRANTY All material herein specified shall be fully guaranteed by the proposer against

factory defects. Any defects which may occur as the result of either faulty material or workmanship within the period of the manufacturer's standard warranty will be corrected by the proposer at no expense to the City of Miami Springs.



City of Miami Springs
201 Westward Drive
Miami Springs, Florida 33166-5259

**REQUEST FOR QUALIFICATIONS #02-13/14
CONSULTING SERVICES TO DEVELOP PLAN COMPONENTS AND
SPECIFICATIONS FOR AN RFP FOR A NEW DESIGN/BUILD AQUATIC
FACILITY AND FOR CONSTRUCTION SUPERVISION**

RFQ's to be opened in the Council Chambers, 2nd floor, 201 Westward Dr., Miami Springs, FL 33166
at 2:30 P.M. on January 14th, 2014

Vendor Name:	Federal Identification or Social Security Number:
Vendor Mailing Address:	Payment Terms: Bi-Weekly The City of Miami Springs' faster and preferred method of payment is by way of Visa (P-card). Do you accept this form of payment: Yes <input type="checkbox"/> No <input type="checkbox"/>
City - State - Zip Code:	Delivery in Days After Receipt of Purchase Order:
(Area Code) Telephone Number:	(Area Code) Facsimile Number:
E-Mail Address:	Initial appropriate box to acknowledge amendment(s), if necessary. <input type="checkbox"/> Amendment #1 <input type="checkbox"/> Amendment #2 <input type="checkbox"/> Amendment #3
I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign for, and commit, the vendor.	Authorized Signature (Manual) Authorized Signature (Typed or Printed Title)
STATE OF: _____ COUNTY OF: _____ BEFORE ME, the undersigned authority, this document was acknowledged by _____ who: <input type="checkbox"/> is personally known to me, or <input type="checkbox"/> produced identification _____ who, after being duly sworn by me, states that he/she has executed this document for the purposes herein expressed. SWORN TO AND SUBSCRIBED before me this _____ day of _____, 2014. MY COMMISSION EXPIRES: _____ NOTARY PUBLIC, State of Florida At Large _____ Printed Name	

STATEMENT OF NO RESPONSE

Some recipients of this solicitation may elect not to respond for a variety of reasons. The City of Miami Springs is very interested in learning whether certain conditions exist with our solicitation process which may discourage responses. Accordingly, if you elect not to respond with an offer to this solicitation, we ask that you indicate the reason below and either fax this form to 305-805-5018 or mail the form to:

City of Miami Springs
Finance Department
201 Westward Drive
Miami Springs, FL 33166-5259

- ☐ We do not offer this product/service or an equivalent.
- ☐ Our schedule would not permit us to perform
- ☐ Insufficient time to respond to solicitation.
- ☐ Unable to meet specifications.
- ☐ Specifications not clear.
- ☐ Unable to meet bond and/or insurance requirements.
- ☐ Solicitation addressed incorrectly.
- ☐ Specifications "too tight"
(i.e. geared to specific brand or manufacturer).

If an explanation is appropriate, you may include it below or in an attached letter.

Due to the large number of companies listed on the City's vendor list and the cost of mailing, it is necessary to delete the names of persons or businesses who fail to respond to three (3) consecutive solicitations without giving a reason or requesting retention on our vendor list.

Do you desire future solicitations? ☐ Yes ☐ No

Name: _____ Title: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

CONSULTANT'S QUESTIONNAIRE

Company Name: _____

Principal Officer: _____

Company Address: _____

Years in Business under Present Name: _____

Primary type of work your firm engages in: _____

Years experience in your primary type of work: _____

List other types of work your firm engages in: _____

Does your organization have current occupational license(s) and certificate(s) of competency entitling it to do the work contemplated in this Contract? _____

Include copies of licenses and certificates with RFQ response.

Does your organization currently accept Visa (P-Cards) as form of payment? ☐ Yes ☐ No

Demonstrate your capacity to perform work of this magnitude by indicating four (4) projects that are equal to or greater in scope specifically for any experience/occasion in/of providing like services to municipal or county governments within the past five (5) years.

Company Name:	Contact Name:	
Contract Amount:	Phone #	Fax #
Email:		

Company Name:	Contact Name:	
Contract Amount:	Phone #	Fax #
Email:		

Company Name:	Contact Name:	
Contract Amount:	Phone #	Fax #
Email:		

Company Name:	Contact Name:	
Contract Amount:	Phone #	Fax #
Email:		

Have you ever failed to complete any work awarded to you? _____

If so, where and why? _____

Has any officer or partner of your organization ever failed to complete a contract handled in his own name? _____

If so, state name of individual, name of owner, and reason thereof:

What equipment or service do you own/offer that is available for the proposed work?

What Bank or Banks have you arranged to do business with during the course of the Contract should it be awarded to you? _____

List the names, addresses, and phone numbers of all subcontractors which you may utilize to perform this contract. No change in sub-contractors, as listed, will be allowed without the written approval of the City of Miami Springs.

**REQUEST FOR QUALIFICATIONS
FOR CONSULTING SERVICES TO DEVELOP PLAN COMPONENTS AND SPECIFICATIONS
FOR AN RFP FOR A NEW DESIGN/BUILD AQUATIC FACILITY AND FOR CONSTRUCTION
SUPERVISION**

PURPOSE:

The intent of the RFQ process is to select individual(s), firm or team deemed best qualified, experienced and responsive to perform Aquatic Facility Consulting Services. Pursuant to Florida Statutes, Chapter 287.005 (Consultants' Competitive Negotiation Act), the City of Miami Springs invites these qualified individuals, firms or teams to submit Letters of interest, their qualifications and experience for consideration to provide:

**Consulting services to develop plan components and specifications for an RFP for a new
design/build aquatic facility and for construction supervision**

With the assistance of the hired consultant(s), the City intends to issue a Design/Build RFP for construction of a new Aquatic facility, on a fast track basis, estimated to be in the 3-5 million dollar range, located at 1401 Westward Drive, Miami Springs, Fl. 33166.

It is expected that the Consultant(s) will assist with the Development and Design stages which the City expects to have completed within 3 months of a Notice to Proceed. Additionally the Consultant(s) shall continue providing assistance during the anticipated 1 year process of plans review, bidding, permitting and construction stages until final completion of the new facility.

Two conceptual plans have already been received; however, no final design decisions or project plans have been approved.

SUBMISSION OF RESPONSES:

To receive consideration, Responses must be submitted in accordance with the requirements throughout this RFQ solicitation and must be submitted with all forms completely filled out and executed and each section signed as read and understood. Proposals must be typed or printed in ink. Use of erasable ink is not permitted. Any additional information to be submitted as part of the Request for Qualification may be attached behind the Response Forms. Upon request, copies may be obtained from the Procurement Division, Attn: Tammy Romero, 201 Westward Drive, Miami Springs, Fl. 33166. The RFQ response shall be signed by a representative who is authorized to contractually bind the Response. Responses by corporations must be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown below the signature. Responses by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.

One Original and six copies of the final response submittal documentation, as well as any other pertinent documents must be returned in order for the Response to be considered.

Sealed RFQ Responses must be received by 2:30 P.M. on Tuesday January 14th, 2014, by the City of Miami Springs via the City Clerk, on the 2nd floor, Miami Springs City Hall, 201 Westward Drive, Miami Springs, Florida 33166.

RFQ Responses will then be transferred to the Council Chambers, at time, date, and place noted above, and responses will be publicly opened. Any responses received after time and date specified will not be considered and returned to the Proposer unopened.

Responses shall be submitted in a sealed envelope clearly marked on the exterior as follows:

**RFQ No. 02-13/14 CONSULTING SERVICES TO DEVELOP PLAN COMPONENTS
AND SPECIFICATIONS FOR AN RFP FOR A NEW DESIGN/BUILD
AQUATIC FACILITY AND FOR CONSTRUCTION SUPERVISION**

Proposer Name and Address: _____

Submittal Deadline: **Tuesday January 14th, 2014, 2013 at 2:30 pm**

Addressed to: **City of Miami Springs
Attn: Tammy Romero
201 Westward Drive (City Hall), 2nd floor (City Clerk's Office)
Miami Springs, FL 33166**

No responsibility will be attached to the Procurement Office for the premature opening of a Response not properly addressed and identified. All Responses submitted become the exclusive property of the City of Miami Springs.

Each RFQ Response shall be prepared simply and economically, providing a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of the RFQ. The emphasis in each Response must be on completeness and clarity of content. In order to expedite the evaluation of responses, it is essential that Proposers follow the format and instructions contained herein. RFQ Submission Requirements as listed herein must be followed. Any attachments must be clearly identified.

The RFQ Responses shall be considered an offer on the part of the Proposer, which shall be deemed, accepted upon approval of the City, and in case of default, the City reserves the right to accept or reject any and all Responses, to waive irregularities and technicalities, and request new RFQ Responses. The City also reserves the right to award any resulting agreement as it deems will best serve the interest of the City.

PROJECTED TIMELINE- (Dates are subject to change):

Advertise RFQ	November 22 nd , 2013
Mandatory Pre-Services Meeting	December 10 th , 2013
Question & Clarification submittal deadline	December 13 th , 2013
Amendment (pending complexity)	December 16 th , 2013
RFQ Opening	January 14 th , 2014
Ranking of Proposals	January 15 th -22 nd , 2014
Recommendation of Award to City Manager and Council	January 27 th , 2014

CONTACT PERSON:

For any additional information regarding the Specifications and requirements of this Solicitation, contact Tammy Romero, Procurement Supervisor at romerot@miamisprings-fl.gov.

SCOPE OF WORK:

1. The City of Miami Springs is seeking qualified consulting services to develop plan components and specifications for an RFP for a new design/build aquatic facility and for construction supervision.
2. Services to be provided must include all assistance needed for the preparation of plan components and supervision of a design/build project during the planning and designing phases as well as throughout the construction process.
3. The scope of services may include but will not be necessarily limited to the following types of work:
 - Participation in City Council meetings to determine final plan components for the RFP specifications (meetings will be coordinated through the Professional Services Supervisor).
 - Preparation of appropriate plan components and design/build specifications of the proposed City's new Aquatic facility RFP.
 - RFP evaluations and response reviews.
 - Review site and architectural plans.
 - Assist with timeline for construction of final project.
 - Assistance with negotiations with construction contractors/contract administration.
 - Construction supervision of design/build aquatic facility project.

MINIMUM REQUIREMENTS:

1. Proposers must have previous experience in Design/Build project delivery and the developing and designing new aquatic facilities.
2. Proposers must be licensed within the State of Florida for all specialty services being provided.
3. Proposer must provide references of completed jobs within the last 5 years.
4. Proposer shall maintain all insurances during the term of the Agreement in the minimum amounts described in the agreement and shall name the City of Miami Springs as an Additional Insured.
Insurances Required:
 - Professional Liability Insurance minimum One Million Dollars (\$1,000,000.00).

CONTENTS OF RFQ:

All submitted responses shall include the following:

1. **Cover page**
2. **Table of contents**
The table of contents should outline in sequential order the major areas of the Proposal. All pages of the Proposal, including enclosures, must be clearly and consecutively numbered and correspond to the table of contents.
3. **Qualifications/ Executive summary**
Provide a brief summary describing the Proposer's ability to perform the work requested in this Solicitation, a history of the Proposer's background, and the qualifications of the Proposer's personnel to be assigned to this Project.

List key personnel anticipated to be performing the Services including location of office; and provide resumes with job descriptions and other detailed qualification information on all key personnel who will be assigned to the Contract. All key personnel includes (but is not limited to) all partners, managers, seniors and other professional or technical staff that will perform Work on the Contract.

4. **Proposer's experience, past performance**

Provide all comparable contracts (similar in Scope of Services to those requested herein) which the Proposer is either performing or has performed within the last five (5) years. Describe the Proposer's qualifications and experience in the management of comparable projects in size and scope. The description should identify for each project:

- a) The client name, address, telephone number, email address and the name of the contact person;
- b) A description of the required work;
- c) The contract period and duration;
- d) A statement or notation as to the result of the Project.

5. **Technical information**

Describe the Proposer's approach to organizational management of the services to be provided and the responsibilities of Proposer's management and staff personnel that will perform said services. Describe the methods employed to ensure prompt service, customer satisfaction, prompt complaint resolution, and timely initiation and completion of all Work.

6. **Financial capabilities, and litigations**

Provide a statement describing your current financial condition and whether you are or have been in any litigation regarding any of your professional services previously provided.

EVALUATION PROCEDURE:

Following the closing of this solicitation, the RFQ responses will be evaluated and ranked by the city's Professional Services Supervisor.

CRITERIA FOR AWARD:

The RFQ responses will be evaluated and ranked on the basis of the criterion below. The weight of each shall be determined by the Professional Services Supervisor and the City staff.

Qualifications and Stability-

This criterion measures the overall qualifications and the stability of the proposer.

Government Experience-

Proposers will be evaluated on their experience working with other government entities. This criterion will require that the proposer provide evidence of prior consulting work and their familiarity with working for a governmental entity.

Deliverable/Responsiveness-

Proposers will be evaluated on their ability to provide the required services at the desired quality level in a timely manner. Proposers will be evaluated on the quality and timeliness of past performance of previous contracts and their plan on how job responsibilities will be handled on this project.

Location/ Availability-

Proposer will be evaluated on the location of the office in relation to the City to assure prompt services at the desired level.

ORAL PRESENTATIONS:

The City Council shall receive oral presentations from one or more of the proposers and shall have the option to request additional information by way of a Q&A session, resulting from such presentations. The City shall notify Proposers prior to the date of the required oral presentations.

Once the City Council decides upon a shortlist of proposers following the oral presentations, a final ranking of proposers shall be established.

FEES & COSTS

The City will then open negotiations with the highest ranked proposer in an attempt to enter into an agreement with the most qualified proposer for the project. If the City is unable to negotiate a satisfactory agreement with the highest ranked Proposer, negotiations shall be formally terminated and negotiations will begin with the second highest ranked and most qualified Proposer. If these negotiations also prove unsatisfactory, negotiations shall again be terminated and the City will negotiate, in turn, with the third most qualified. When the list of qualified firms is exhausted, the City may select additional firms outside of the highest ranked, following any solicitation procedures required by the Procurement Code, with which to attempt to negotiate a project agreement.

QUALIFICATION'S COVER SHEET- RFQ # 02-13/14

PROPOSER'S NAME (Name of firm, entity, or organization):

FEDERAL EMPLOYER IDENTIFICATION NUMBER:

NAME AND TITLE OF PROPOSER'S CONTACT PERSON:

Name: _____ Title: _____

MAILING ADDRESS:

Street Address:

City, State, Zip:

TELEPHONE: () _____ FAX: () _____

PROPOSER'S AUTHORIZED SIGNATURE:

The undersigned hereby certifies that this Request for Qualifications Response is submitted to this Solicitation request.

Signed by: _____ Date: _____

Print name: _____

Title: _____

OFFEROR'S DISCLOSURE OF SUBCONTRACTORS, SUBCONSULTANTS, AND SUPPLIERS

Please list all Subcontractors, Sub-consultants, and Suppliers to be used in connection with performance of the Contract (use additional pages, if necessary):

1. Company Name: _____

Address: _____

City, State, & Zip Code: _____

2. Company Name: _____

Address: _____

City, State, & Zip Code: _____

3. Company Name: _____

Address: _____

City, State, & Zip Code: _____

4. Company Name: _____

Address: _____

City, State, & Zip Code: _____

5. Company Name: _____

Address: _____

City, State, & Zip Code: _____

DRUG-FREE WORKPLACE AFFIDAVIT

FLORIDA STATE STATUTE 287.087

Identical Tie Responses: Preference shall be given to business with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

a) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

b) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

1) Give each employee engaged in providing the commodities or contractual services that are under this RFQ a copy of the statement specified in subsection (1).

2) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under this RFQ, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

3) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

4) Make a good faith effort to continue to maintain a drug-free workplace through the implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature

Print Name and Title

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM
MAY DEEM YOUR RESPONSE NON-RESPONSIVE**

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA }

} SS:

COUNTY OF MIAMI-DADE }

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein RFQ will be paid to any employees of the City of Miami Springs, its elected officials, and

_____ or its design consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By: _____

Title: _____

Sworn and subscribed before this

_____ day of _____, 20____

Notary Public, State of Florida

(Printed Name)

My commission expires: _____

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM
MAY DEEM YOUR RESPONSE NON-RESPONSIVE**

NON-COLLUSIVE AFFIDAVIT

State of)

) SS:

County of)

_____, being first duly sworn, deposes and says that:

a) He/she is the _____, (Owner, Partner, Officer, Representative or Agent) of

_____, the Offeror that has submitted the attached Offer;

b) He/she is fully informed respecting the preparation and contents of the attached Offer and of all
pertinent circumstances respecting such Offer;

c) Such Offer is genuine and is not collusive or a sham Offer;

d) Neither the said Offeror nor any of its officers, partners, owners, agents, representatives,
employees or parties in interest, including this affiant, have in any way colluded, conspired,
connived or agreed, directly or indirectly, with any other Offeror, firm, or person to submit a
collusive or sham Offer in connection with the Work for which the attached Offer has been
submitted; or to refrain from proposing in connection with such Work; or have in any manner,
directly or indirectly, sought by person to fix the price or prices in the attached Offer or of any
other Offeror, or to fix any overhead, profit, or cost elements of the Offer price or the Offer
price of any other Offeror, or to secure through any collusion, conspiracy, connivance, or
unlawful agreement any advantage against (Recipient), or any person interested in the
proposed Work.

Signed, sealed and delivered in the presence of:

By: _____
Witness

Witness (Printed Name)

(Title)

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM
MAY DEEM YOUR RESPONSE NON-RESPONSIVE**